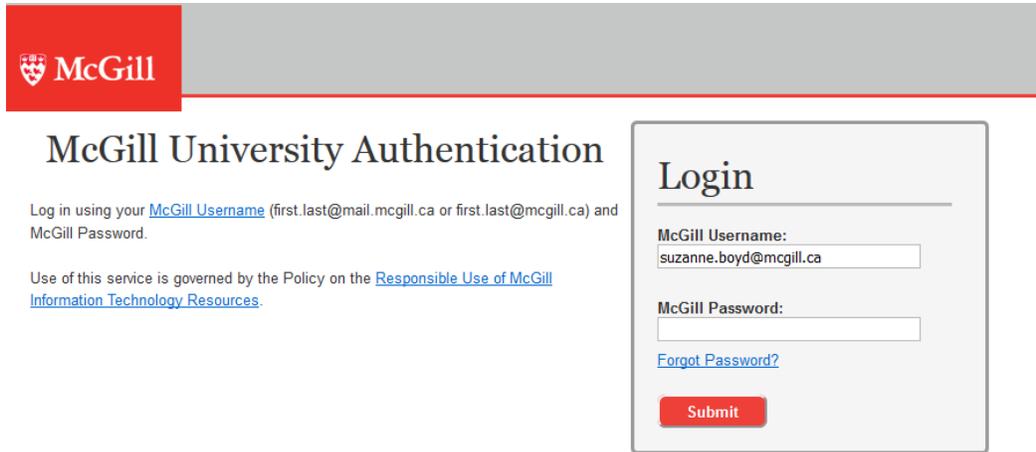


Quick Reference Guide to using uMobile

Login information

URL: <https://umobile.procurement.mcgill.ca>

Log into uMobile by using your standard McGill credentials: email address and password.



McGill University Authentication

Log in using your [McGill Username](#) (first.last@mail.mcgill.ca or first.last@mcgill.ca) and McGill Password.

Use of this service is governed by the Policy on the [Responsible Use of McGill Information Technology Resources](#).

Login

McGill Username:
suzanne.boyd@mcgill.ca

McGill Password:

[Forgot Password?](#)

Submit

** All McGill staff who have McGill login credentials [McGill email address] have access to uMobile even if they don't have a McGill corporate cell phone account. **

To change your default language

Click on your email address at the top right of your screen and select "Update my personal information". Change language as needed and click on Validate to save. You will need to logout and then log back in, for changes to take effect.

Ordering a new cell phone

To order a new mobile device and or to request a new corporate cellular line, you must contact Procurement Services at umobile.procurement@mcgill.ca .

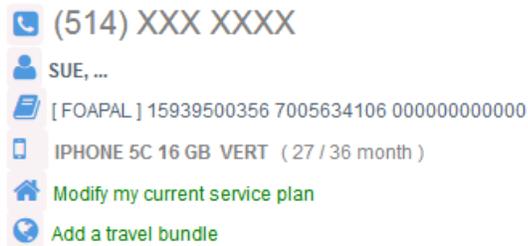
** NB: The stewardship of all corporate mobile devices in use at McGill, rests with Procurement Services. As such, all devices must be returned at the end of use to Procurement Services. These devices are not transferable, therefore, in the case of an **employee's departure from McGill or during a period of prolonged absence** [paid or unpaid leaves], **Procurement Services must be notified immediately**. Requests to **temporarily** retain devices by a department, are handled on a case by case basis, by Procurement Services. **

Monthly Statement Review

Procurement Services will send out an email notification, advising users when monthly statements are available in uMobile. **Please note that it is up to the individual user to log into uMobile on a monthly basis and review the invoice details to ensure that all charges are appropriate, as well as accurate. In case of a discrepancy, please contact us immediately at umobile.procurement@mcgill.ca so that we may follow up with Telus, on your behalf.**

** These are Statements - not invoices, so no action is required on your part. McGill's corporate account with Telus is invoiced monthly and paid centrally; individual usage costs are posted to FOAPALS accordingly. Please ***do not send*** statements to Accounts Payable for processing. **

To review charges, click on "SHOW THE INVOICES" which appears below the cell number being queried.



(514) XXX XXXX
SUE, ...
[FOAPAL] 15939500356 7005634106 000000000000
IPHONE 5C 16 GB VERT (27 / 36 month)
Modify my current service plan
Add a travel bundle

SHOW THE INVOICES



Monthly Statement Review continued

A list of monthly statements sorted by billing month will appear on the right hand side of the screen.

[DÉTAIL id:37871]	bell-2016-08-01	30.79 \$	0.00 \$	0.00 \$	0.00 \$	1.54 \$	3.07 \$	35.40 \$
[DÉTAIL id:39320]	bell-2016-09-01	31.00 \$	0.00 \$	0.00 \$	0.00 \$	1.56 \$	3.10 \$	35.66 \$
[DÉTAIL id:49935]	bell-2016-10-01	438.89 \$	0.00 \$	0.00 \$	0.00 \$	21.83 \$	43.58 \$	502.28 \$
[DÉTAIL id:48903]	telus-2016-10-01	13.94 \$	0.00 \$	0.00 \$	0.00 \$	0.70 \$	1.38 \$	16.02 \$
[DÉTAIL id:43855]	bell-2016-11-01	0.00 \$	0.00 \$	0.00 \$	-500.12 \$	0.00 \$	0.00 \$	-500.12 \$
[DÉTAIL id:51889]	telus-2016-11-30	14.50 \$	0.00 \$	0.00 \$	0.00 \$	0.73 \$	1.44 \$	16.67 \$
[DÉTAIL id:53284]	telus-2016-12-31	12.88 \$	0.00 \$	0.00 \$	0.00 \$	0.64 \$	1.26 \$	14.56 \$
TOTAL :		1,169.92 \$	0.00 \$	0.00 \$	-500.12 \$	58.41 \$	116.67 \$	844.88 \$

** Currently, uMobile stores statement details beginning December 2014. Statements prior to this period are not available [exceptionally for auditing purposes].

Monthly Statement Review continued

To review the billing details for a specific month, click on [\[DÉTAIL id:53284 \]](#) from the list of available statements, and then scroll down the page to see the costs summary.

[\[DÉTAIL id:53284 \]](#) telus-2016-12-31 12.88 \$ 0.00 \$ 0.00 \$ 0.00 \$ 0.84 \$ 1.28 \$ **14.56 \$**

[close](#)

PERIOD : 2016-12-31

\$ COST DETAILS

TOT MTH SERV CHARGES :	0.75 \$
TOTAL ADDITIONAL LOCAL AIRTIME :	2.25 \$
TOTAL LD CHARGES :	0.16 \$
TOTAL VALUE ADDED SERVICES CHARGES :	2.08 \$
TOTAL DATA AND OTHER SERVICES CHARGE :	7.58 \$
SOUS-TOTAL :	12.88 \$
TPS :	0.84 \$
TVQ :	1.28 \$
TOTAL :	14.56 \$

 * click icon for more detail

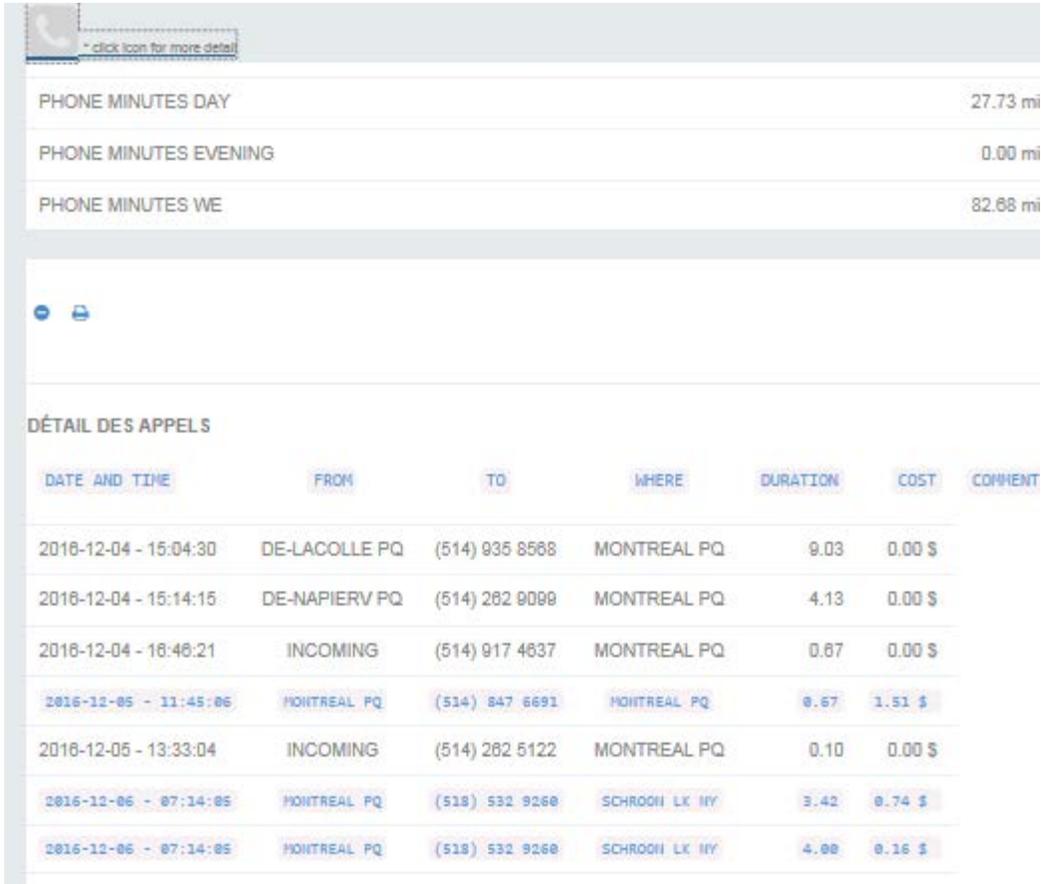
PHONE MINUTES DAY	27.73 min.
PHONE MINUTES EVENING	0.00 min.
PHONE MINUTES WE	82.88 min.

 * click icon for more detail

TEXT MSG - SENT	1 [MSG]	0.00 \$
TEXT MSG - RECEIVED	7 [MSG]	0.00 \$

Monthly Statement Review continued

To review usage details, click on the category icon such as  and then scroll down the page to see individual line items.



DATE AND TIME	FROM	TO	WHERE	DURATION	COST	COMMENT
2016-12-04 - 15:04:30	DE-LACOLLE PQ	(514) 935 8568	MONTREAL PQ	9.03	0.00 \$	
2016-12-04 - 15:14:15	DE-NAPIERV PQ	(514) 282 9099	MONTREAL PQ	4.13	0.00 \$	
2016-12-04 - 16:46:21	INCOMING	(514) 917 4637	MONTREAL PQ	0.67	0.00 \$	
2016-12-05 - 11:45:06	MONTREAL PQ	(514) 847 6691	MONTREAL PQ	0.67	1.51 \$	
2016-12-05 - 13:33:04	INCOMING	(514) 282 5122	MONTREAL PQ	0.10	0.00 \$	
2016-12-06 - 07:14:05	MONTREAL PQ	(518) 532 9260	SCHROON LK NY	3.42	0.74 \$	
2016-12-06 - 07:14:05	MONTREAL PQ	(518) 532 9260	SCHROON LK NY	4.00	0.16 \$	

** Usage details are only available for airtime [phone calls]; text and data usage are not included in the detailed Telus invoice. If this level of usage detail is required for a specific month, please email your request to umobile.procurement@mcgill.ca **

FOAPAL Administrators

Some users have been set up as FOAPAL Administrators. These users have access to multiple cell phone statements for reconciliation and auditing purposes. If, as a FOAPAL administrator, you are unable to access statement details for a cellular line charged to the Fund, please contact Procurement Services at umobile.procurement@mcgill.ca.

To view these cell lines, the FOAPAL Administrator must click on the orange icon at the top right of the screen after login: 

You must then select the Period and FOAPAL using the drop down options and hit the SHOW REPORT button:



ADMIN REPORT : MONTHLY BILLING [🔗]

PERIOD : 2015/12/01 ▼ FOAPAL : 15939500356 7005634106 000000000000 ▼ SHOW REPORT

76:21 minutes	minday	51	txtmsg	403 MB
2:01 minutes	min nght	text roaming charges	0.00 s	additional data charges

20:15 minutes

minutes additional voice

charges 0.00 s long distance

charges

0

.92 s

•ETAT DES APPELS

DATE ET HEURE	LIEU ORIGINE	no CONTACTE	LIEU DESTINATION	DUREE	coût	DESCRIPTI Qrl
09/01 - 18:09	MONTREAL - QC	(514) 695 8946	PTCLAIRE-OC	1:29	0.00 \$	
09/03 - 13:25	MONTREAL - QC	(514) 398 4465	MONTREAL -QC	0:18	0.00 \$	
09/03 - 13:58	MONTREAL - QC	(514) 398 5027	MONTREAL -QC	0:52	0.00 \$	
09/04 - 15:25	MONTREAL - QC	(514) 398 4335	MONTREAL -OC	0:51	0.00 \$	
09/04 - 15:27	MONTREAL - QC	(514) 398 4855	MONTREAL -QC	0:20	0.00 \$	
09/04 - 15:30	INCOMING - QC	(514) 9155027	MONTREAL -OC	0:28	0.00 \$	
09/04 - 15:32	MONTREAL - QC	(514) 398 4335	MONTREAL -OC	0:36	0.00 \$	